

DEMOCRACY ME

LEAGUE OF WOMEN VOTERS OF MAINE
MAINE CITIZENS FOR CLEAN ELECTIONS
MAINE STUDENTS VOTE



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Delegation of Authority to the Executive Director

03/24/2026 — Adopted by Democracy Maine and LWVME

This policy applies to the following organizations: Democracy Maine and the League of Women Voters of Maine

1. General Delegation

The Board of Directors of Democracy Maine and the League of Women Voters of Maine delegates to the Executive Director authority to manage and supervise the day-to-day affairs of the organization, subject to applicable law, the organization's bylaws, and written policies adopted by the Board.

2. Employment and Personnel Authority

The Executive Director has plenary authority over employment and personnel matters, including authority to recruit, hire, supervise, discipline, set duties and compensation within approved budget and policy parameters, and terminate employees, except to the extent a written Board policy expressly provides otherwise.

3. Grants

The Executive Director is authorized to identify, apply for, accept, execute, and administer grants and grant agreements on behalf of the organization, including grant agreements that obligate the organization, provided such actions are not inconsistent with applicable law, the organization's mission, and written Board policy. Grant proposals and agreements are subject to review by the Program Committee.

4. Contracts and Memoranda of Understanding

The Executive Director is authorized to negotiate, approve, execute, and administer contracts and memoranda of understanding with individuals or entities on behalf of the organization, subject to the limitations and approval requirements set forth in the organization's Financial Authority Policy and any other written Board policy.

5. Authority to Speak on Behalf of the Organization

The President has the authority to speak on behalf of the organization. The President delegates the authority to the Executive Director to speak publicly and otherwise act as the spokesperson for the organization on matters within the organization's scope of work, except where such authority may be specifically limited by written Board policy. The President and the Executive Director may delegate this authority to others in specific circumstances.

6. Board Reserved Authority

Any authority not delegated by this policy, or otherwise controlled by law, the bylaws, or written Board policy, remains with the Board of Directors.